

**SHARED LEAVE  
Process Summary  
August 20, 2004**

1. All cabinet agencies must send Shared Leave requests to the committee for determination. Other agencies are encouraged to use the committee, but not required until the proposed regulations are approved. Agencies with elected agency heads are encouraged to use the committee, but not required to do so even after the proposed regulations have been approved.
2. Currently there are 2 forms available for use. Both forms can be found at <http://da.state.ks.us/ps/subject/sharedlv.htm>. The new form is marked as "Committee".
3. The Committee is comprised of 2 representatives from state agencies, 1 representative from DPS who coordinates the process, 1 alternate member from a state agency and 1 staff member from DPS who handles the clerical tasks and enters the requests and donations into SHARP.
4. The criteria for approval are much more stringent than perhaps some agencies have used in the past. The condition needs to be a serious, life threatening situation.
5. The committee will not know the name of the person requesting Shared Leave, nor will they know the agency.
6. Requests for extensions will be handled by the individual agencies according to the regulations.
7. It is the employee's responsibility to work with their physician to provide complete and readable medical information.
8. It is the agency's responsibility to help clarify and translate the information and make sure the application is complete and legible.
9. It is the employee's and agency's responsibility to make sure the employee name and ID# are clear and legible.
10. The committee's decision will be communicated to the agency via e-mail no later than the next day after the committee meets.
11. After the committee has made a determination and the agency has been notified of that decision, Share Leave will not be entered until DPS receives signature page from the appointing authority.
12. When you receive an e-mail from Jeanette Bieker, please respond back to let her know you have received the decision.
13. Umbrella structures are to send all Shared Leave requests and donations through their central office.

14. All information and documentation is kept in locked file cabinets. Only the person who is serving as the committee assistant and the committee chair will have access to those records.

15. The agency has the right to deny the request before it is presented to the committee. The request still must be submitted to the committee. If the agency denies the request, the reason for the denial should be included on the request form for consideration by the committee.